

## GROUP HOME REQUIRED POLICY CONTENT EVALUATION WORKSHEET

FACILITY \_\_\_\_\_ LICENSE # \_\_\_\_\_

### I. PROGRAM STATEMENT – Rule 102(1)(r) & 103(1)(a)

YES	NO	
		Population to be served: <input type="checkbox"/> aged, <input type="checkbox"/> mentally impaired, <input type="checkbox"/> developmentally disabled <input type="checkbox"/> physically handicapped <input type="checkbox"/> Alzheimer's (SPECIAL REQUIREMENTS – see part II below)
		Program goals
		Services in the home
		Services available from outside the home
		Community resources available to meet resident needs
		Staff competencies necessary to carry out the services
		A description of any contract agreement through which services and programs are provided

### II. ALZHEIMER'S & RELATED CONDITIONS

#### SPECIAL STATEMENT REQUIREMENTS - Act 218 Sec. 26b

YES	NO	
		Philosophy & mission reflecting resident needs
		Process & criteria for placement, transfer, and discharge
		Process for assessment, development of plan of care, and implementation
		Staff training and continuing education practices
		Physical environment and design features
		Activities for these residents – frequency and types
		Identification of supplemental fees

### III. ADMISSION POLICY - Rule 102(1)(c), 103(1)(a), 301

YES	NO	
		Statement of the home's purpose
		Eligibility requirements for admission: <input type="checkbox"/> must not require continuous nursing care <input type="checkbox"/> must not require isolation <input type="checkbox"/> must not require restraint <input type="checkbox"/> must be compatible with other residents <input type="checkbox"/> services, skills, and physical accommodations needed are available
		Application procedures for admission: <input type="checkbox"/> Written Assessment <input type="checkbox"/> Assessment Plan <input type="checkbox"/> Resident Care Agreement <input type="checkbox"/> Health Care Appraisal

### IV. DISCHARGE POLICY - Rule 102(1)(i), 302(1 & 3-8)

YES	NO	
		30-day written notice with reason for discharge to resident and responsible agency
		Emergency discharge procedures: <input type="checkbox"/> Reasons are consistent with 302(4) – substantial risk <input type="checkbox"/> Process for discharge consistent with 302(5)

**V. PERSONNEL POLICIES - RULE 207 (1-4) & 209(1)(i)**

YES	NO	
		Mandatory reporting: <input type="checkbox"/> Act 218 (AFC) <input type="checkbox"/> Act 519 (APS) <input type="checkbox"/> Act 238 (Child Protection Law) – if applicable <input type="checkbox"/> Act 258 (Mental Health Code) – if applicable <input type="checkbox"/> Rule 201 (13) Qualifications <input type="checkbox"/> Rule 311 (1-7) Investigation and reporting
		Resident care related prohibited practices: <input type="checkbox"/> Rule 307(4) – Intervention not for punishment, discipline, convenience <input type="checkbox"/> Rule 308 – Behavior intervention prohibitions <input type="checkbox"/> Rule 309(8) – Crisis intervention not used without training <input type="checkbox"/> Rule 315(9) – No ownership interest <input type="checkbox"/> Rule 315(10) – No accepting, borrowing or taking funds/valuables
		Confidentiality requirements including those specified in law: <input type="checkbox"/> Act 218 Sec.12(3) – safeguarding resident records <input type="checkbox"/> Rule 304(1)(q) – Resident right to confidentiality of records <input type="checkbox"/> Act 258 (Mental Health Code) – if applicable <input type="checkbox"/> 45 CFR (HIPAA) <input type="checkbox"/> Rule 305 (1) - Resident Privacy <input type="checkbox"/> Rule 304 (1)(o), (q) - Privacy and Confidentiality
		Resident Protection [Rule 305 (1)]
		Resident Rights [Rule 304 (1)(o), (q)]
		Training requirements [Rule 207 (1)(d), 204 (3), 312 (4)(a), 307 (3), 309 (8)]
		Resident Rights (Rule 304).
		Process for having staff review the licensing statute (ACT 218) and the administrative rules (Group Home Rules).

**VI. REFUND AGREEMENT - RULE 301(6)(j) & 315(14)**

YES	NO	
		Written agreement with resident or representative
		Conditions under which a refund will be issued
		MANDATORY provision for refund when: <input type="checkbox"/> Emergency discharge as in Rule 302 <input type="checkbox"/> Resident at risk (APS) <input type="checkbox"/> Resident at risk due to substantial noncompliance leading to provisional license or adverse action AND <input type="checkbox"/> Includes manner in which refund will be calculated